

**EXTERNAL - Job Order Detail**  
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

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**Department:** DEPARTMENT OF LABOR & INDUSTRY

**Division:** Office of Human Resources

**Date Posted:** 07/09/2008

**Job Category:** Business and Financial Operations

**Position  
Number:** 66266036

**Position Title:** HUMAN RESOURCE SPECIALIST

**Location:** HELENA

**Job Status:** Full Time Permanent

**Salary:** \$33,413.00 to \$41,106.00

**Salary Unit:** Year

**Additional Salary Info:** Successful applicant's pay will be set using the above salary range based on qualifications. However, the department is currently assessing pay ranges, therefore the advertised range may have significant increases.

**Shift:** Daytime

**Band:** 6

**Closing Date:** 07/28/2008

**Supplement  
Required:** Yes

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Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

**State Agency:**

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

**Phone:** (406) 444-3710

**Fax:** 444-3685

**TTY:** 444-0532

**E-mail:** [dliapps@mt.gov](mailto:dliapps@mt.gov)

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**Special Information:**

Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

**Duties:**

This position provides human resource support for the assigned Division within the Department of Labor and Industry in areas that include position classification analysis

and results; advice to personnel, including management and non-management; and policy administration.

As a classifier, this position classifies a wide range of agency positions following procedures of benchmark factoring, principles and practices of personnel management, collective bargaining and labor laws, and research and job analysis of a variety of occupations. Provides advice to hiring supervisors on work structure in preparation of Job Profiles. Explains classification decision and writes BFM analysis. Maintains position files, records of classification actions, and inputs classification actions into appropriate systems.

Provides recruitment and selection advising to hiring supervisors. Implements recruitment processes, conducts training, reviews effectiveness of processes, provides feedback and coaching to hiring supervisors. Problem-solves sensitive issues in such areas as recruitment difficulties, hiring preferences, pay, moving and relocation and providing information to unsuccessful applicants.

Advises on performance management and employee training/development systems using best personnel practices in competency base/behavioral base systems, Federal and state laws, and collective bargaining and labor laws. Performs necessary record keeping in support of this area. Conducts or advises on investigations to determine if the investigation withstands arbitration tests, discipline is appropriate and if recommended level of discipline is appropriate. Provides guidance and assistance to supervisors in preparing/handling employee disciplinary actions, prevention and/or resolution to grievances, and possible arbitration procedures.

Analyzes and interprets agency and divisional policies and trains agency personnel on policies. Keeps current with Department of Administration personnel policy developments and incorporates same into agency policy/practice by rewriting policy, developing and conducting training and disseminating information throughout the department. Develops and updates department policies.

**Competencies:**

The successful incumbent must have thorough knowledge of the Benchmark factoring system as applied to a wide range of positions; some knowledge of training design and evaluation, methods of instruction, training needs assessment, subject matters of the training program; extensive knowledge of applicable state and federal laws, policies, procedures, the overall principles and practices of Human Resource Management. Must have thorough knowledge of Performance evaluation theory and applications; and recruitment and selection applications.

Must have skills in the operation of personal computers; skill in the utilization of a variety of software including word processing and spreadsheet applications.

Must have the ability to establish effective working relationships with internal customers; communicate effectively orally and in writing; conduct systematic problem solving in complex personnel matters using good analytical abilities; have integrity in workplace issues; continuously learn or keep updated on professional developments in the personnel arena; and have commitment to task.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth,

ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

**Education/Experience:**

The above knowledge, skills, and abilities required to perform this position are typically acquired through a combination of education and experience equivalent to a degree in personnel management, or business administration, or public administration, or a closely related field; and one year of professional personnel experience or directly related experience, including an extensive knowledge of Federal and State of Montana personnel laws and rules or the ability to learn and apply that knowledge to a wide range of personnel functions. An equivalent combination of education and experience is acceptable.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

**Application materials required initially for this position include the following:**

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants claiming the Veterans' or Persons with Disability Employment Preferences (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

\* Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

**Supplemental Questions:**

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page. Your responses should be limited to one typewritten page per question. Any responses exceeding this limit will not be considered.

1. Please describe your education or experience with job analysis and the

classification of positions.

2. Please describe your education or experience with any and all other aspects of the human resource field.